

## POLICY

It is the policy of the District to encourage internal promotional opportunities.

## RESPONSIBILITIES

It is the responsibility of the **Personnel Officer** to provide an internal recruitment process that ensures internal applicants have at least competent performance and that internal applicants meet the minimum bona fide occupational qualifications (BFOQs).

It is the responsibility of the **District Manager** or **Fire Chief** to consider employees seeking promotional opportunities in accordance with the internal recruitment process.

It is the responsibility of the **employee** to seek promotional opportunities in accordance with the internal recruitment process.

## PRACTICES

1. A promoted employee shall begin a performance trial period on the date of their promotion.
2. Eligibility of an employee-initiated transfer is one (1) year from the date of the promotion.
3. Internal applicants must complete [Internal Application Form 218-2](#) according to Employment Policy #218.
4. No individual may begin work in a different position until a:
  - A. Signed, written acceptance of the offer of employment for the promoted position is received from the employee and placed in the employee's personnel file; and
  - B. **Personal Action Form 254-2** has been completed and approved by the District President.
5. Upon receipt of a signed acceptance of an offer of paid employment for a previously unpaid employee, the individual shall submit an **Employment Eligibility Verification Form I-9** to the District.

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6. Within three (3) days of an employee's paid start date, the Personnel Officer shall use the employee's **Employment Eligibility Verification Form I-9** to verify, via a federal work authorization program such as E-Verify, that the candidate is eligible to work in the United States.

**RELATED POLICIES**

Employment 218  
Performance Trial Period 248

**STATUTORY REFERENCE**

RSMo §105.467

**REVISION HISTORY**

Revision Date	Author	Revision Details
May 25, 2021	Monte Olsen	Initial version